

MINUTES

AUDIT COMMITTEE MEETING

PUBLIC SESSION

KANSAS CITY, MO

MARCH 11, 2015

I. CALL TO ORDER:

Frank Hales, Audit Committee Chair called the meeting to order at 8:30 A.M. and welcomed the members and guests who were present.

II. ROLL CALL:

Present were the following members and guests:

NAME	STATE OR AFFILIATION	NAME	STATE OR AFFILIATION
Steven Alvarez	GA	Diane Simon-Queen	MTC
Lisa Casper	IA	Randy Tilley	ID
Julie Christensen	WI	Janice McGee	NM
Michael Christensen	UT	Robynn Wilson	AK
Holly Coon	AL	Cindy Frenchess	KS
Christi Daniken	OR	Kim Stewart	KS
Anita Degumbia	GA	Robert Patterson	KS
Cathy Felix	MTC		
Keith Getschel	MTC	Ken Beier*	MTC
Frank Hales	UT	Anita Conner *	PA
Leonore Heavey	LA	Joan Grochala *	NJ
Harold Jennings	MTC	Hal Jones *	TN
Don Jones	OR	Chris Sherlock*	AL
Geemon Kurian	DC	Robert Skees *	PA
Michelle Mayberry	AL	Bryan Vargas *	KS
John McCarty	MO	Jason Weimer*	PA
Deanna Munds-Smith	AR	Steve Yang*	MTC
Rouen Reynolds	AL		
Jeff Silver	MTC		

* Participated by telephone

III. PUBLIC COMMENTS:

There were no the public comments.

IV. APPROVAL OF MINUTES PUBLIC SESSION:

The minutes of the public session of the Audit Committee meeting of December 10, 2014 in Nashville, Tennessee were approved with a motion by Randy Tilley.

V. AUDIT DIRECTOR'S REPORT

Keith Getschel, Audit Director, referred to his written report on the status of the Audit Program. For the fiscal year end, 6/30/15, the MTC Audit Program has completed 3 income tax audits and parts of 3 others. They have also completed 3 sales tax audit and parts of 8 others.

Keith reported that the commission with the addition of three new states to the audit program and with a recent resignation and retirement, the MTC audit program will be adding 2 new auditors to Corporate Income Tax and one auditor to Sales Tax.

Keith reported that the office in Chicago will be moving from downtown to near the O'Hare airport. There are many factors in this decision, but a key factor is reducing rental costs.

Keith reported on future training events. Harold Jennings and Bob Schauer will be conducting a statistical sampling class starting April 13, 2015 in St. Paul, Minnesota. Jeff Silver and Cathy Felix will be conducting a corporate income tax class starting April 20, 2015 in Salem, Oregon. Keith also reported that the Audit program will be having a training session for all staff the week of May 11, 2015 in Chicago

VI. STRATEGIC PLANNING

Elizabeth Harchenko gave the committee an overview and update of the strategic planning project for the audit program. The team has completed an environmental scan and the team is starting to draft Mission, Values, Vision and Goals statements. These should be completed this summer, with projects to follow. The entire audit staff will be discussing this in May.

Elizabeth then asked the committee to respond to a couple of questions. What do you value most about the joint audit program? What concerns do you have? What future challenges do you see? Excellent comments, feedback and discussion followed and will be capsulized in future reports or in determining future projects.

VII. ELECTRONIC SIGNATURES

Cathy Felix discussed occasional problems encountered in securing waivers to extend the statute of limitations. Cathy asked if the states accepted scanned electronic signatures, or if they required actually signed paper documents. Most of the state representatives in the meeting acknowledged the acceptance of scanned signatures. Since not all the audit committee member states were present, Keith Getschel agreed to send out an e-mail to the audit committee states and ask this question.

VIII. NEW BUSINESS AND ADJOURNMENT

There was no other new business to discuss and the public session was adjourned with a motion from Randy Tilley. The public session was adjourned at 9:45.

